



www.stephenlewisfoundation.org

ADMINISTRATION OFFICER

STATUS: Full-Time, Permanent

SALARY: \$55,376

LOCATION: Toronto, ON (Our offices remain closed to the public at this time, and staff are working remotely)

APPLICATION DEADLINE: January 17, 2022

We are looking for a highly organized, multi-tasking admin person who loves interacting with people, supports our mandate, and thrives on facilitating a smooth office experience.

WHO WE ARE

The Stephen Lewis Foundation (SLF) is a dynamic, collaborative, feminist organization with an unwavering commitment to supporting grassroots organizations across Africa in countries hardest hit by the AIDS pandemic. The work unfolding in these communities is ground-breaking, as lives are rebuilt, rights are reclaimed and resilience re-forged. We are passionately committed to our partnerships and this model of working is infused into the fabric of our day-to-day work.

The Stephen Lewis Foundation partners with community-based organizations which are turning the tide of the HIV and AIDS pandemic in sub-Saharan Africa by providing care and support to women, children, grandmothers, LGBTIQ communities, and people living with HIV and AIDS. Since 2003, the SLF has funded over 1800 initiatives, partnering with more than 325 community-based organizations.

WHAT YOU WILL DO

Reporting to the Senior Manager of Administration, the Administration Officer is a key point of contact for donors, service providers, partners and the public connecting with the Foundation. A member of the Operations Team, this position ensures the smooth functioning of the office by overseeing the main phone lines, monitoring multiple email accounts, handling mail and incoming and outgoing goods, and ensuring office supplies, equipment and facilities are available and running well, and provides overall support to the Senior Manager of Administration. In addition, the Administration Officer assists with projects across various departments as needed. This role requires exceptional communication skills, co-ordination, attention to detail and time-management skills.



The SLF is certified by the Ontario Living Wage Network. This ensures staff are fairly compensated with a wage that reflects the actual cost of living in Toronto, Canada.



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- ✓ Oversee reception area, main phone line and email accounts from 9:00am – 5:00pm.
- ✓ Respond to and manage incoming requests and general inquiries across multiple emails accounts, phone lines and by fax.
- ✓ Log all donor communications in Raiser's Edge.
- ✓ Handle incoming and outgoing mail and packages, including picking up and delivering mail at the post office.
- ✓ Prepare all incoming donations received through the mail for bank deposit, in coordination with Donor Care and Finance teams.
- ✓ Prepare, log and send tribute and memorial cards and letters.
- ✓ Assist with meetings and events.
- ✓ Track and order inventory (e.g. office supplies, promotional materials).
- ✓ Assist with IT and telephone system issues.
- ✓ Provide back-up support on various administrative tasks when the Senior Manager, Administration is away.
- ✓ Participate on internal committees and special projects.
- ✓ Assist in coordinating staff meetings, retreats, training and socials.
- ✓ Assist Directors and Managers with various tasks, including, but not limited to: scheduling, research, creating spreadsheets, proofreading, transcribing, developing administrative systems, updating information in databases.
- ✓ Assist all departments with administrative tasks as required.

WHAT WE LOOK FOR

- ✓ Minimum of two years' experience in office administration required.
- ✓ Experience in and strong commitment to providing excellent customer service and donor relations.
- ✓ Passion and appreciation for organization, efficiency and time-management.
- ✓ Strong verbal and written communication skills, ensuring that interactions are handled with the highest level of respect, professionalism and care.
- ✓ Strong interpersonal and collaboration skills and the ability to work with a wide range of individuals.
- ✓ Strong computer skills, proficient in MS Office suite.
- ✓ Ability to work independently and take initiative, with strong problem-solving skills.
- ✓ Ability to work in a dynamic, fast-paced environment with a high level of efficiency and attention to detail.
- ✓ Ability to multi-task, systemize, prioritize, follow up and remain highly organized amidst disruptions and changing priorities.
- ✓ Personal commitment to the values of feminism, anti-racism, anti-colonialism, social justice, solidarity, and gender equality.
- ✓ Experience with Raiser's Edge or other databases an asset.
- ✓ Experience working with charities or non profit sector an asset.



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WHAT WE OFFER

- ✓ 4 weeks vacation, sick and personal days
- ✓ Comprehensive benefits package (health, dental, vision)
- ✓ Competitive wages; The SLF is certified by the [Ontario Living Wage Network](#).
- ✓ Hybrid remote work schedule and flexible hours to promote employee wellbeing
- ✓ Top-up for maternity/parental leave and sick leave

HOW TO APPLY

Submit your résumé and cover letter to careers@stephenlewisfoundation.org, indicating "Administration Officer" in the email subject line. While we thank all applicants for their interest, only those selected for an interview will be contacted.

The Stephen Lewis Foundation requires all new hires to be fully vaccinated against COVID-19. Applicants who receive an employment offer will be required to provide proof of vaccination as a condition of employment or have a valid medical or other Human Rights Code-related exemption.

The Stephen Lewis Foundation promotes feminist and anti-oppression principles and is committed to diversity and inclusion. We welcome applications from racialized persons/persons of colour, women, Indigenous peoples, persons with disabilities, LGBTQ2S+ persons and people with lived experience of HIV and AIDS.

The Stephen Lewis Foundation is an equal opportunity employer.



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